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FY2012 NEW / CHANGES

BUDGET POLICY

- *BudPrep* contains the current Health Benefits rates for Health Care, Worker's Compensation, and Long-Term Disability. The FY2012 rates will be loaded into *BudPrep* when they become available. You will be notified of the updates through the Budget Bulletins in *BudPrep*.
- Budget submissions must include hard copy printouts of the Department Description and Mission with Long and Short Term Goals along with Department Organization chart. In addition, Business Area Summary, Division Mission and Performance Measures, Division Summary, Business Area Roster Summary, Revenue and Expenditure Commitment Line Item Summary. Further detail is provided in the 1.0 General Budget Information.

BUDPREP INTRODUCTION

- *BudPrep* will be installed from an installer on the network. CD is also available for departments who do not have access to install server on the network.
- The *BudPrep* applications will automatically Calc and Post all forms at the time of printing.
- *BudPrep* allows the user to move between funds without exiting and restarting the application.
- An asterisk in the report sub-menu marks reports included in the final budget document.
- The Fund Summary narrative can be edited directly in *BudPrep*.
- *BudPrep* will check and notify users if there are any unallocated expenditures in the default ****9999 cost center.
- The Master Calc Post option under Utilities Menu on main screen will Post and Calc all forms anytime.
- After the budget has been submitted, departments will have read only access.

- To avoid the 'out of balance due to rounding' problem, *BudPrep* requires users to enter whole numbers for revenue and expenditure items. Decimals and cents are not allowed.
- Personnel detail can be exported to Excel by selecting the Utilities option. Select Personnel from the main menu, and then select Utilities->Export. The export function is available for Revenues and Expenditures as well.
- *BudPrep* users will be responsible for selecting the Cost Centers for the Group Summary.
- All anticipated merit increases; promotions, etc. are to be accounted for in the Compensation Contingency Line Item #504020, which is a part of Personnel Services.
- Submission Package Print feature is available in BudPrep which will generate Business Area Summary, Cost Center Summary/Group Summary, FTE Report, Revenue and Expenditure Commitment Item Summary

FY2012 BUDGET PREPARATION -- QUICK TIPS

- **Read the Budget Preparation Manual!!**
This manual is a necessary tool and will provide answers to the majority of the questions asked by department personnel.
- **Read the Budget Bulletins!!**
These bulletins provide periodic clarification as well as updates related to the budget process.
- All reorganization requests must have prior written approval from the Director of Finance. Departments may be required to restate FY2010 Actual, FY2011 Current Budget and Estimate amounts to correspond to the FY2012 cost centers.
- Submissions should be delivered to your assigned analyst in the Budget Management Division of the Finance Department, 611 Walker, 11th Floor by the deadline. Submit complete requests only. Partial submissions will be returned to departments. **The Budget timeline schedule will be distributed under separate communication.**
- Refer to the matrix below to determine supplies and equipment categories:

FY2012 EQUIPMENT SUMMARY

TYPE	EXPECTANCY LIFE	UNIT COST	CAPITALIZED FIXED ASSET?	EQUIP. ACQ. ELIGIBLE?
Supplies	Less than 1 year	Less than \$1,000	No	No
Non-Capital Equipment	Greater than 1 year	\$1,000 - \$5,000	No	Yes
Capital Equipment	Greater than 1 year	More than \$5,000	Yes	Yes

FREQUENTLY ASKED QUESTIONS

BUDPREP

- Q. **Why do I get an “ERROR 301” message when starting *BudPrep*?**
- A. Some of the files in the C:\bprep directory are read-only and *BudPrep* cannot update them as it needs to do. See section 2.2 for more details.
- Q. **Why do my Group Summary report totals not equal my Expenditure totals?**
- A. The Program Table is not complete. Check that each Cost Center is assigned to a Group in the cost center form under Utilities/Change Controlling Group.
- Q. **How do I change the new budget FTEs on the COST CENTER SUMMARY?**
- A. The FTEs cannot be changed on the Cost Center Summary. You must make the changes on the Personnel Summary form for FY2012.
- Q. **Why doesn't the Expenditure Request Detail show all my commitment items?**
- A. The Expenditure Request Detail is to be used to explain only those objects where the FY2012 Budget amount differs from the FY2011 Estimate amount by 10% or more.
- Q. **Why does the text I enter on the Expenditure Request Detail go away when I leave?**
- A. You are entering too much data into the field. The size of the text box is set to accommodate the total amount of allowed space. If your text begins to scroll it will not post to the database and it will be eliminated when you leave the form.
- Q. **Why don't the insurance amounts on the Personnel form post to Expenditures?**
- A. Nothing on the personnel form will post to expenditures if the employee type field is left blank. Additionally, the insurance amounts will not post if the Ins Code is blank or if the code is NOT entered in upper case. Make sure both of these fields are properly completed.

FY2012 BUDGET PREPARATION

1.0 *GENERAL BUDGET INFORMATION*

The overall budget preparation process for FY2012 has changed substantially from previous years.

There will be a change to the presentation of the Departmental Mission, Goals, and Performance Measures in the FY2012 Operating Budget. The purpose of this process is to establish Citywide Administrative goals and strategies that will internally link to departmental missions and goals that provide measurable service deliverables and divisional objectives. Careful consideration must be given to quantifiable performance measures and the impact of dollar requests on these measures. Performance measures must follow the S.M.A.R.T. concept, (Specific, Measurable, Attainable, Realistic, and Timely). The Finance Department will carefully review the relationship between budget proposals and divisional delivery objectives.

Departments should allocate FY2012 budget resources to maintain current service levels. Business Areas may target non-essential cost centers for expenditure reductions or elimination. Any reductions must be thoroughly documented.

Any reductions to basic and critical services that you wish to make must be requested using a form Finance will provide at the time you receive your target letter. Also, all vacancy factors must be reasonable and based on actual past historical trends.

The Finance Department will review in detail each budget submission. As needed, meetings will be held with directors to clarify points regarding funding levels, service delivery, budget guidelines, etc. The Mayor will present the FY2012 Proposed Budget to City Council, after which Council will hold budget workshops. Workshops provide Council Members an opportunity to discuss budgets with department directors and other representatives.

1.1 *Guidelines for Defining Cost Centers*

Although cost centers may change from one fiscal year to the next, it is important for cost center descriptions and definitions to remain as consistent as possible from year to year. A cost center is defined as a discrete service or group of related services provided by an organizational unit designed to achieve the organization's goals and objectives.

The following factors need to be considered in defining a cost center:

- The end beneficiary of the cost center, such as:
 - the public at large
 - specific segments of the public, and/or
 - other City departments
- A geographical area or facility
- Type of service provided
- Policy directives or legal mandates requiring a service or function

If possible, cost centers should be stand-alone activities. Any proposed changes in cost center definitions will be reviewed by a Finance budget analyst.

NOTE: Although budget information is summarized for presentation purposes, departments must be prepared to provide budget and performance measure information at the lowest cost center levels.

1.2 Allocating Funding to Cost Centers

It may be necessary for a department to allocate available funding among various cost centers. Use the following guidelines to allocate funding levels to cost centers for Annual and Monthly Allotments:

- *Direct Allocation* – Direct allocation identifies given items that can be identified as being used exclusively in a specific cost center. This provides the most desirable basis for allocation.
- *Personnel-Related Costs* – Personnel related costs have a direct relationship to the number of personnel involved in a given activity. These costs are allocated to a cost center based upon staffing or personnel service expenditures. Examples are items such as office supplies, operating supplies, overtime, small tools, and telephone costs.
- *Space-Related Costs* – Depending on the character of a given cost center, the amount of space used in an activity can provide a logical basis for the allocation of certain costs. Space rentals, utilities, facilities maintenance, and janitorial services normally fall into this category.
- *Equipment-Related Costs* – In many cost centers, particularly those that are equipment-intensive, a significant portion of costs may be allocated to the units and types of equipment utilized. Fuel, vehicle maintenance,

equipment maintenance, equipment rental, and computer supplies are examples of these types of costs.

1.3 Business Area Reorganization

Reorganizations are sometimes requested to update the current structure of a department. Prior approval to proceed with reorganizations must be obtained from the Director of Finance before the budget preparation process. A written request detailing the necessity and outlining the proposed changes in **the current financial and personnel structure** should be submitted to Finance Department for approval.

1.4 Submission Schedule

The submission schedule will be provided under separate communication.

1.5 Submission Requirements

The following requirements apply to all departments:

1. All budget requests must be complete before submitting to the Finance Department.
Incomplete submissions will be returned.
2. All submissions must include a summary highlighting the department's budget. The synopsis should be in the form of a memo from the department director to the Finance Director. The narrative should address the following areas:
 - An overview of the cost centers and operations proposed for FY2012.
 - The impact of the proposed budget on cost centers and service levels.
 - Key objectives and priorities for the fiscal year.
 - Significant changes from FY2011 operations and cost centers (note increases or decreases in cost center service levels).
 - Significant changes from FY2011 revenues (include all funds).
 - Any budget issues not addressed in the submission that impact FY2012.
3. All forms in the budget submission should be typed or machine-printed.
4. Submit **five (5)** complete copies of the proposed budget; **two unbound** and **three bound**.

5. The proposed budget should be organized by fund number and cost center number, where applicable, for all operating funds, in the following sequence:
 - a) Business Area/Fund Mission, Long-Term and Short-Term Goals
 - b) Business Area Summary
 - c) Division Mission and Performance Measure
 - d) Division Summary
 - e) Business Area Roster Summary
 - f) Business Area Revenue Summary
 - g) Expenditures Commitment Item Summary
 - h) Submissions should be delivered to your assigned Finance budget analyst by the close of business on their due dates.

1.6 Revision Requirements

Minor Revisions

Inform the Finance budget analyst assigned to your department of all minor revisions such as transposed numbers, minor math errors, and limited grammatical errors.

Major Revisions

Submit **five (5) copies** of all pages that include major budget revisions. **Date all revision pages.**

When revisions are necessary, submit **five (5) copies** of the revision to your Finance budget analyst with a cover memo briefly describing the reasons for the changes.

The flow of FY2012 budget information from data entry to final summarization is as follows:

1. FY2012 personnel costs are entered on the Personnel Detail form. These costs post by cost center to the expenditure form while the FTEs are computed and posted to the cost center level. Both will be shown on the Division Summary form at the division level.
2. FY2012 budget expenditures for items other than equipment outlay and personnel costs are entered directly on the Expenditure form.

3. Division missions, goals, and performance measures are entered and will appear on the Division Mission and Performance Measure report.
4. Total expenditures for a division center are taken from the Expenditures form and appear on the printed Division Summary.
5. Revenues, by cost center within business area, are entered on the Revenue form.
6. Department budget highlights are entered on the Business Area Summary form. BudPrep summarizes FY2012 department expenditures automatically on the printed Business Area Summary report.
7. FY2012 Capital Outlay budget amounts are entered on the Capital Equipment form. The totals post to the appropriate budget organization expenditure item.

2.0 THE BUDPREP SOFTWARE PACKAGE

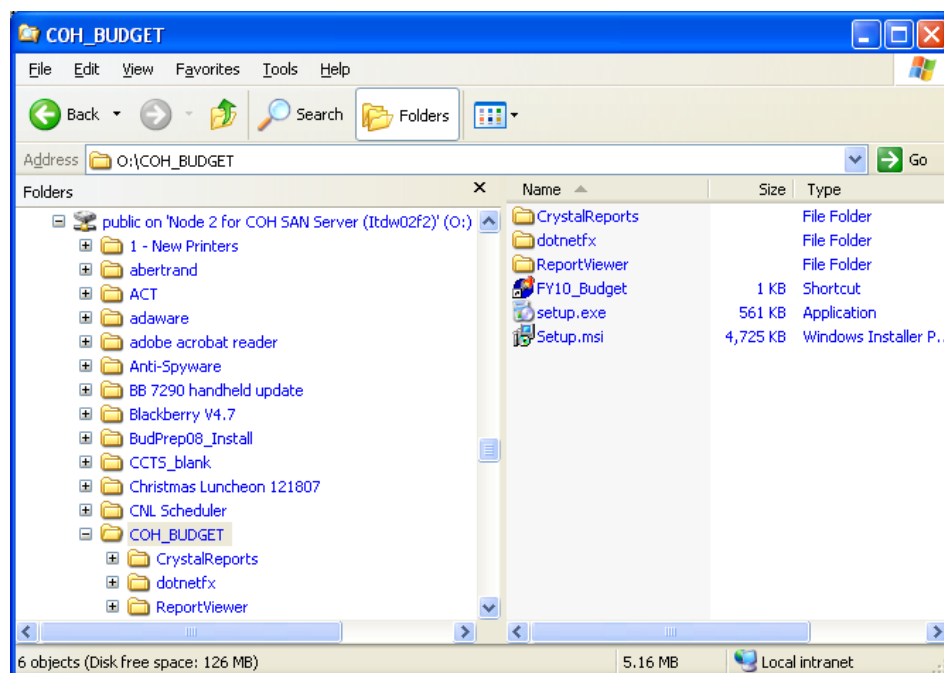
Finance Department will provide the FY2012 version of the budget preparation software package, *BudPrep*, to each department. The software package allows data entry for the following budget forms:

- Department Mission Statement
- Departmental Summary: Business Area Summary
- Cost Center Summary: Cost Center Summary
- Division Summary: Division Mission and Performance Measure and Summary
- Revenue Detail: Revenue Detail by Cost Center
- Expenditure Detail: Expenditure Detail by Cost Center
- Capital Equipment Detail: Equipment List
- Personnel: Proposed Staffing Level and Salary Calculation
- Fund Summary: Fund Center Summary
- Revenue Request Detail: Explanation of Revenue Detail
- Expenditure Request Detail: Explanation of Expenditure Detail
- Monthly Budget: Monthly Expenditure/Revenue budget

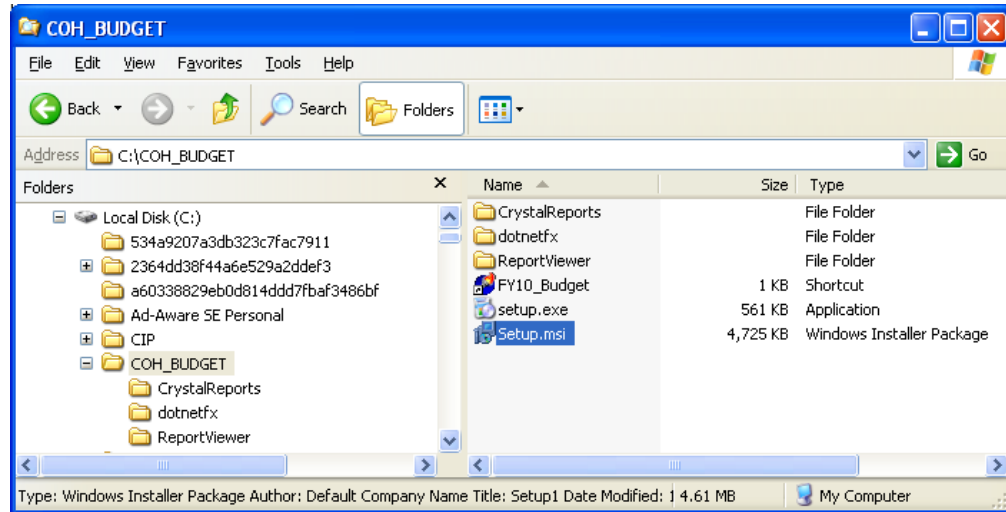
2.1 Installing BUDPREP on a Personal Computer (PC)

For PCs which already have BudPrep 2011, please skip this installing section

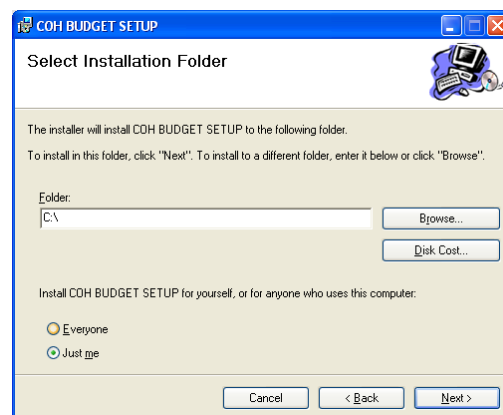
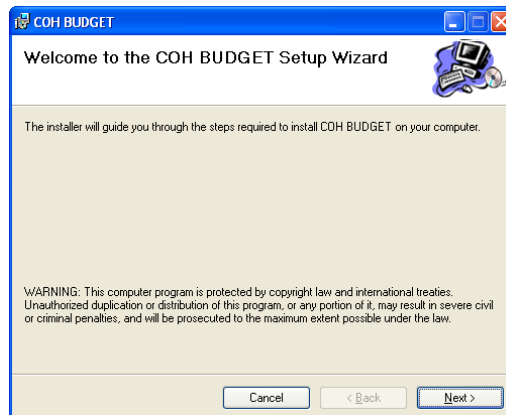
1. Copy **O:\COH_BUDGET** to **C:** drive (drive O: mapped to [\\ltdw02f2\public](#))
If you have difficulty accessing the installation file, please ask your IT person to contact Julia Zhou for other options.



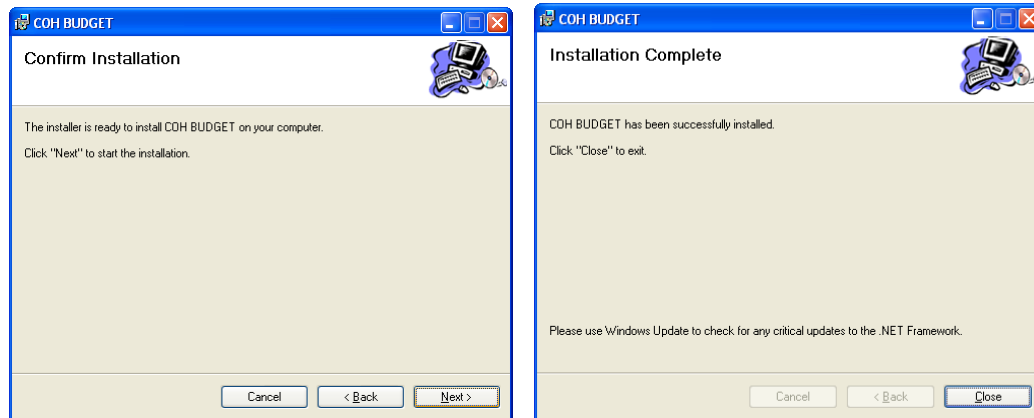
- Double click **C:\COH_BUDGET\setup.msi** to launch Budprep installer.



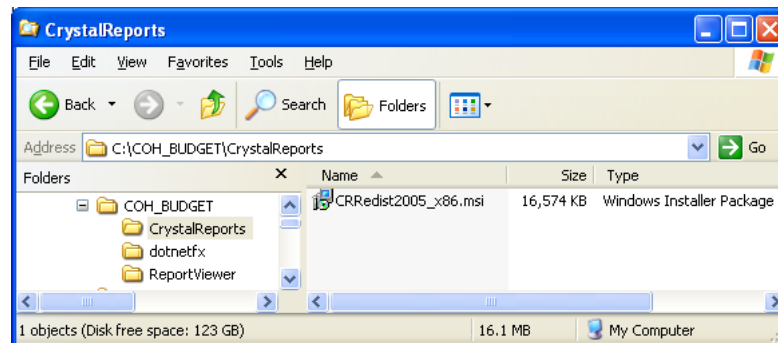
- Press **“Next”** button in “Welcome to the COH BUDGET setup wizard” screen.
- In “Select installation Folder” screen, put **“C:\”** in Folder text box, then click **“Next”** button.



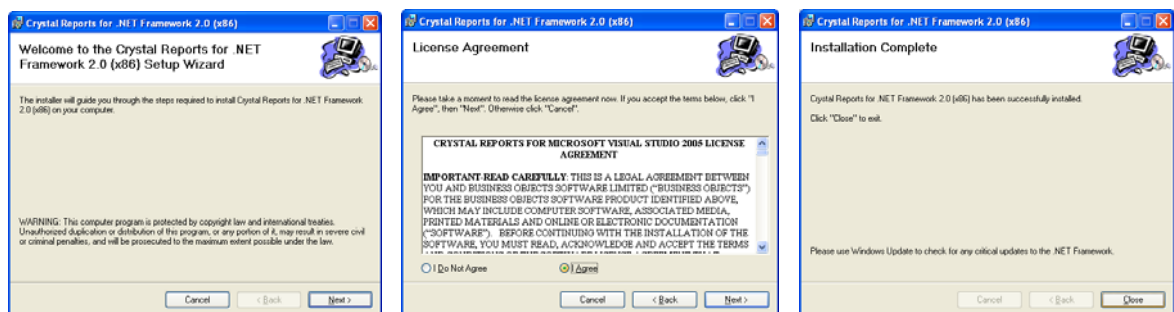
- Click **“Next”** button in “Confirm Installation” screen. The process takes less than a minute. Press **“Close”** button to close COH BUDGET installer.



6. Double click following file to install Crystal Report library:
C:\COH_BUDGET\CrystalReports\CRRedist2005_x86.msi



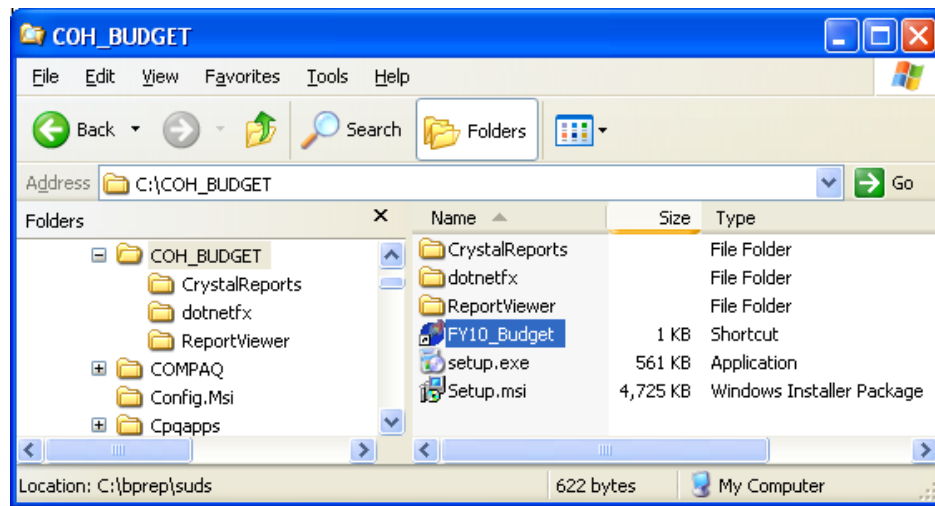
7. Select **“Next”** to go to the License Agreement screen. On License Agreement screen, check **“I Agree”** and **“Next”**. Click **“Close”** button to complete the installation.



2.2 Installing the Software Update Distribution System (SUDS)

Use the following procedure to install the *SUDS* (automatic update) program:

Right click **C:\COH_BUDGET\FY10_Budget**-> Send To->Desktop (create shortcut)



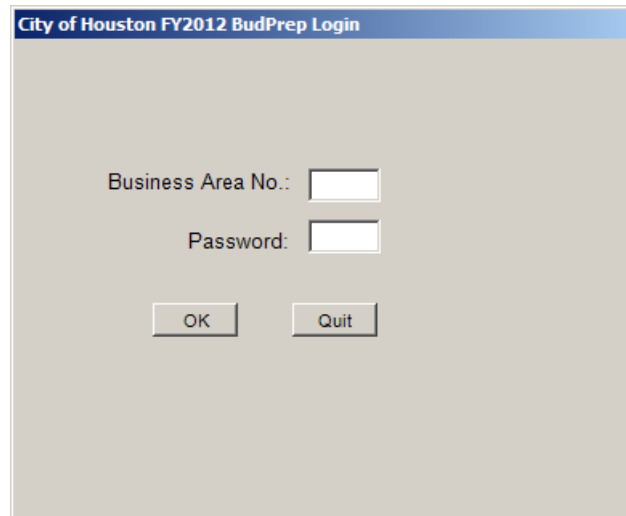
Common Problems:

SUDS does not update files

1. Check to ensure that *SUDS* is installed under the C:\bprep\suds directory.
2. Check that all sub directories and files under C:\bprep do not have a read only property.
3. Contact your Finance budget analyst if you have any problems or concerns.

2.3 Starting BUDPREP

Start *BudPrep* by clicking on the FY2012 Budget icon on your desktop. If you select to run C:\bprep\suds\FY2010_Budget_Windows.exe directly, *BudPrep* will run but you will not get the benefit of the automatic update, which may result in errors in calculations, and the use of improper forms.



City of Houston FY2012 BudPrep Login

Business Area No.:

Password:

OK Quit

When the login screen appears, enter your department number and password then click on OK or press Enter. Use the same password you used last year. If you would like to change your password, contact Julia Zhou via email.



Budget Main Menu

Budget Utility Exit

For The Fund Center You Wish To Work On, Click On The Number From The Drop-Down List Below

Fund No.:

Latest Bulletin No. Latest Bulletin All Bulletin

BudPrep is ready for FY10. FY09 adopted budget and FY08 actual FTEs are loaded.

The Main Menu will appear and you are ready to begin entering data.

There are 3 sub menus in Main Menu screen : Budget; Utility and Exit.

- The Budget menu presents a list of all the forms you will use to complete your Budget Request.
- The Utility menu includes the master calc/post procedure and the monthly budget function.
- The Exit menu ends the *BudPrep* session.

To begin preparing your budget request, click on the Fund No you want to work on from the drop down list of Fund available to you.

3.0 **COMPLETING THE BUDGET FORMS**

3.1 **Business Area Mission Statement**

The Business Area's mission statement and its short and long-term goals should be entered on the Business Area Mission Statement screen.

Department Mission Statement

Reports Exit

1000 General Fund 1600 Municipal Courts Administration

Mission Statement

The Municipal Courts Administration Department performs the administrative support activities required for the efficient operation of the City of Houston's judicial branch of government. The department is responsible for all administrative functions such as processing all complaint filings, preparing court dockets, recording and tracking court proceedings, collecting fines and fees, posting bonds, processing bond forfeitures, issuing subpoenas and warrants, maintaining electronic and hard copy files and financial accountability and reporting to the appropriate governmental agencies. It operates the largest municipal court system in the state of Texas, as well as one of the largest in the country.

Short-Term Goals

- o Finalize stabilization and vendor negotiations for the ICMS.
- o Renovation of 1400 Lubbock and the implementation of the new model of services (Court Greeters, Kiosks, Service Directionals)
- o Implementation of One Call Solution Center.

Roll out new model of service:

- o Begin Procurement Strategy and Process for new Court System
- o In partnership with GSD and the National Center for State Courts (NCSC), finalize the Municipal Courts Strategic Plan

Save

The text in each section is limited to 1,250 characters. To avoid losing your work, edit the data so it fits into the allocated spaces.

The completed form can be printed by selecting "Reports" from the Menu Bar. The report will be presented on screen. Click the printer icon to send it to your printer.

NOTE: Whenever you select the report option on a form that will appear in the final budget book, a pop-up will appear asking for the section and page number. This information is optional. If you do complete the page number, the printed form(s) will start with that number. If you do not enter a page number the report will start with page "0". This pop-up does NOT appear when printing forms that will not be included in the budget book.

Select "Exit" from the menu to return to the main menu.

3.2 **Business Area Summary**

The Business Area Summary gives a brief overview of all revenue, expenditure, personnel and department budget highlights.

Budget highlights for the new budget and the overtime FTEs for the estimate and current year are the only information entered directly on to the Business Area Summary form. Budget highlights should reflect the operational goals that the budget request will accomplish.

Begin each new highlight line with a lower case “o” followed by a space. This text is limited to 1,000 characters.

Business Area Summary

Reports Utilities Exit

1000 General Fund 1600 Municipal Courts Administration

	FY2010 Actual	FY2011 Adopted	FY2011 Current	FY2011 Estimate	FY2012 Budget
Business Area revenue	37,907,759	36,747,016	35,608,213	36,575,140	36,747,016
Civilian Overtime FTEs	1.6	0.9	0.9	0.9	0.6

Save

Significant Budget Changes and Highlights

- o Implementation of 300 new generation electronic citation devices for the Houston Police Department.
- o Expansion of payment kiosk initiative to include other City departments and other sites such as the Harris County Tax Office.
- o Implementation of Integrated Voice Recognition software for expansion of collection and notification capabilities of the One Call Solution Center.
- o The FY2011 Budget provides funding for the HOPE 3% increase (\$303,466) and 1.25% Pay for Performance increase (\$125,110).

Pressing the Update button on the screen will update the Overtime FTEs as reported on the personnel form.

Pressing the Post Revenues option from the Utilities menu will update the revenues shown as reported on the Revenues form.

Print the Business Area Summary by selecting Report from the menu. This action will automatically post all necessary screens prior to printing to ensure that current budget amounts are reported. The report will appear on screen for you to review. Press the printer icon to send the report to your printer.

NOTE: Reports included in the final budget document are denoted by an asterisk (*) after their name.

Click on the Exit to return to the main menu.

3.3 Cost Center Summary

The Cost Center Summary reflects the activities of a business area by cost center. In FY2012, the department will enter the Current and Estimate FTEs in this area.

To access the Cost Center Summary form, select Budget from the Main Menu, then select Cost Center Summary from the Budget sub menu.

Choose the cost center you wish to work on from the drop-down button.

	FY2010 Actual	FY2011 Current	FY2011 Estimate	FY2012 Budget
Budgeted Civilian FTEs	7.1	5.8	5.8	5.8
Budgeted Classified FTEs	0.0	0.0	0.0	0.0
Budgeted Cadet FTEs	0.0	0.0	0.0	0.0
Total Budgeted FTEs	7.1	5.8	5.8	5.8
Cost Center Expenditure Total	805,269	634,311	634,311	634,311

The data with grey background can't be edited. FY2012 FTEs are calculated based on personnel detail information. FY2010 Actual FTEs are loaded from SAP YTD FTE data.

Cost Center summary is not part of budget submission package. Its format changed from two-page to one page which lists FTEs and budget.

Changing Controlling Division

Departments cannot add or delete cost centers; however, cost centers can be moved from one group to another.

In **Cost Center Summary** screen, use the “Utilities” menu item to accomplish the following:

[Change Controlling Division](#)
[Business Area FTEs Screen Totals](#)
[Update Cost Center Expenditure](#)
[Calc and Post Personnel FTEs](#)

1. Change the Controlling Division if divisions exist for the department

Division	Division Name	Cost Center	Cost Center Name
380001	Office of The Director	3800010001	HHS - Office of the Director
380001	Office of The Director	3800010002	HHS - Public Affairs
380001	Office of The Director	3800010003	HHS - Quality Assurance & Auditing
380001	Office of The Director	3800010004	HHS - Health Planning
380001	Office of The Director	3800010005	HHS - Mayor's Office Support
380001	Office of The Director	3800010006	HHS - Bureau of Veteran's Affair
380001	Office of The Director	3800010007	HHS - Director's AIM Projects
380001	Office of The Director	3800020004	HHS - Info. Services
380002	Administrative Services Group	3800009999	Default Cost Center
380002	Administrative Services Group	3800020001	HHS - Admin. Svcs.

Cost Center: 3800010001 Cost Center Name: HHS - Office of the Director

New Division: 380000 Division Name: Please Input Group Name

Change Cancel

- Select the Cost Center you wish to change from the Cost Center drop down button
 - Select the Division you want this Cost Center moved to from the New Division drop down button
 - Click the “OK” button to save your change(s).
- View total departmental FTEs on the Cost Center Summary screen.
 - Update the Cost Center expenditure totals as shown on the bottom of Cost Center Summary screen.
 - Calc and Post the personnel costs and FTE amounts from the Personnel form
 - Select Current Cost Center to process ONLY the current cost center.

- b) Select Department to process the entire department.

3.4 Division Summary

The Division Summary screen is used to combine cost centers with similar objectives into divisions for reporting purposes only. These divisions do not actually exist in any of the City's financial systems. Their only function is to present consolidated, more meaningful information in the budget document.

In FY2012, emphasis will again be placed on the continued improvement of performance measures. The goal is to achieve performance measures that relate directly to the mission preferably using the S.M.A.R.T. concept (Specific, Measurable, Attainable, Realistic, and Timely). The performance measures should also link to accurate financial resources. This will provide policy makers with information they need to make service-related policy decisions. FY2012 goals and performance measures for each group center will be evaluated by Finance to determine if they reflect the stated mission of a group center.

Performance measures record progress toward stated mission and goals. Progress may be recorded in terms of workload, efficiency, and/or effectiveness:

Workload measures provide the basis for expressing the amount of work to be performed for an activity in a given time frame. These may be expressed as:

- number of units produced; street miles overlaid
- number of activities completed; forms processed

Efficiency measures relate units of input to units of output. The goal is to get the most output for the least input. Efficiency measures may be expressed as:

- Cost per unit of activity
- Units of activity per X dollars
- Units of activity per unit of time
- Time required per unit of activity

Effectiveness measures indicate the extent to which an activity or division fulfills a goal or need, or brings about desired results. Some examples of effectiveness measures are:

- Statistical measurement to determine if goal is achieved
- Survey results

Business Areas should monitor all performance indicators and report the measures in the Monthly Financial and Operations Report (MFOR). Strong emphasis is placed on performance measures as an effective gauge of good management as well as a tool to make policy decisions on the allocation of available resources.

The following are examples of division goal and performance measures:

Goal	Performance Measures
Respond to all fires in 5 minutes or less	Average response time
Confine 98% of structural fires to origin after arrival	Percent of fires confined to structures after arrival
Confine residential fires in an average of 30 minutes	Average time to control residential fires after arrival

Select **Division Summary** from the Budget submenu.

Division Summary

Report Utilities Exit

1000 General Fund 380001
 3800 Health and Human Services Office of The Director

Mission: Promote and protect the health and social well being of Houstonians.

Goal: Provide oversight and input related to legislative and health policy issues. Facilitate department strategic planning. Act as liaison for community stakeholders. Administer

Description: Instrumental in providing direction to the department for administrative, management, and programmatic issues. Coordinate strategic planning, program evaluation, project.

Performance Measures	FY2010 Actual	FY2011 Current	FY2011 Estimate	FY2012 Budget
Complete Network Requests	95%	72%	96%	96%
Complete Prog Requests	92%	68%	90%	90%
Desktop Support Requests	96%	73%	97%	97%
Quality Assurance Audits	28	26	34	33
Financial Audits	10	10	14	16
Budgeted Civilian FTEs	64.60	53.30	53.30	53.30
Budgeted Classified FTEs	0.00	0.00	0.00	0.00
Budgeted Cadet FTEs	0.00	0.00	0.00	0.00
Total Budgeted FTEs	64.6	53.3	53.3	53.3
Group Expenditure Total	5284091.00	4525338.00	4525338.00	4525338.00

Rollup Cost Centers

3800010001 - HHS - Office of the Director
 3800010002 - HHS - Public Affairs
 3800010003 - HHS - Quality Assurance & Auditing
 3800010004 - HHS - Health Planning
 3800010005 - HHS - Mayor's Office Support

Pick a division from division drop down button. Enter or revise Mission, Goal and Description for the division as well as the Performance Measures.

Please note that the data must be limited to the amount of space provided. The Goal, Mission and Description text boxes allow 270 characters each. The Performance Measures fields allow 26 characters each.

Budgeted FTE and expenditure data is automatically added to the form from the cost centers and expenditure lines and cannot be entered on to the Division Summary.

Division Management

Departments can add, rename or delete divisions in this function under Utility menu item. Before deleting a division, please make sure there is no cost centers rolling up to this division. Otherwise, all cost center data under the division will be gone.

Division	Division Name
380000	Place Input Group Name
380001	Office of The Director
380002	Administrative Services Group
380003	Disease Prevention & Control
380004	Environmental Health Group
380005	Neighborhood Services
380006	Surveillance And Public Health Preparedness

Cost Center	Cost Center Name
3800010001	HHS - Office of the Director
3800010002	HHS - Public Affairs
3800010003	HHS - Quality Assurance & Auditing
3800010004	HHS - Health Planning
3800010005	HHS - Mayor's Office Support
3800010006	HHS - Bureau of Veteran's Affair
3800010007	HHS - Director's AIM Projects
3800020004	HHS - Info. Services

Division:
 Division Name:

3.5 Revenue Items

The Revenue Detail screen contains business area revenue detail by commitment item for each cost center. Only the non-grayed out column can be changed by department:

- FY2010 Actual: SAP FY2010 period 12 data (CAFR). Only can be edited by Finance department.

- FY2011 Adopted: FY2011 adopted budget. Not editable.
- FY2011 Current: Current FY2011 budget which is loaded with its adopted budget. This will be refreshed with SAP period10 data to agree with April MFOR when it is available.
- FY2011 Estimate: Current year estimate budget from department. Finance department will adjust the amount to match April MFOR when it is available
- FY2012 New: New budget request from department.

Revenue Detail

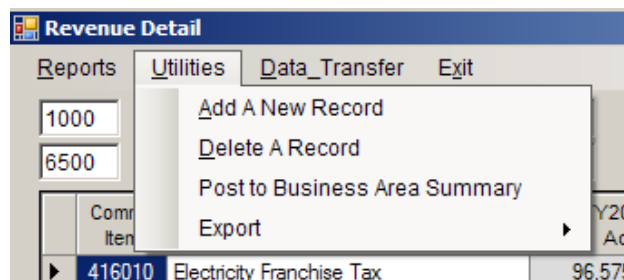
Reports Utilities Data_Transfer Exit

1000 General Fund 6500030002

6500 Administration and Regulatory Affairs ARA - Franchise Administration

Commit Item	Description	FY2010 Actual	FY2011 Adopted	FY2011 Current	FY2011 Estimate	FY2012 New Budget
416010	Electricity Franchise Tax	97,887,555	96,586,122	FY2011 Adopted Budget	96,586,122	96,586,122
417010	Telephone Franchise Tax	48,086,050	46,000,000	47,150,000	47,067,020	46,000,000
418010	Natural Gas Franchise Tax	21,258,013	21,889,640	Only Estimate and New Budget amounts may be entered.		
419010	Cable TV Franchise Tax	14,956,954	17,077,000	14,400,000	16,862,300	17,077,000
419020	Limousine Franchise Tax	0	0	0	0	0
419040	Solid Waste Hauler Franchise Fee	5,912,954	5,325,000	5,685,600	5,290,605	5,325,000
419050	Spur Track Franchise Fee	20,426	20,426	20,426	20,426	20,426
419060	Pipeline & Conduits Franchise Fee	0	0	0	0	0
419070	Fiber Optics Franchise Fee	308,788	272,361	309,350	303,954	272,361
419080	Encroachment Franchise Fee	0	0	0	0	0
419090	Telecomm Franchise Fees - Prior Year	143,296	0	0	915,000	0
419110	Cable TV Franchise Fees-Prior Year	-26,402	0	0	1,000	0
419120	Solid Waste Franchise Fees-Prior Year	49,797	0	0	515,000	0
421590	Right-of-way Permits	315,317	317,018	272,500	308,700	317,018
426240	Limousine Inspection Fees	0	0	0	0	0
428080	Returned Check Charges	48	0	0	152	0
428090	Miscellaneous Fines & Forfeitures	0	0	0	0	0
434510	Prior Year Revenue	0	0	0	0	0
452020	Recoveries & Refunds	305,646	0	0	20,815	0
452030	Miscellaneous Revenue	0	0	0	0	0
Cost Center Total		189,218,442	187,487,567	185,149,852	188,616,948	187,487,567
Business Area Total		194,549,927	193,789,777	190,292,153	193,710,012	193,789,777

Totals for the currently viewed cost center and the business area are shown at the bottom of the page. Select the cost center from the drop down button.



Use the "Utilities" menu item to accomplish the following:

1. Add a new revenue record to the current Cost Center



- a) Select the commitment item you want to add from the available items in the drop down.
- b) Press the “OK” button to add the record. It will be added in proper numerical order.

NOTE: If the item you want to add is not in the drop down, contact Julia Zhou at 7-9694.

2. Delete a record



- a) Select the commitment item you want to delete from the available items in the drop down.
 - b) Press the “OK” button to delete the record from the current cost center.
3. Post the department totals to the Business Area Summary.
 4. Export the revenue information to an Excel worksheet on your hard drive.

NOTE: When entering revenue or expenditure data into *BudPrep* be sure to enter the amount as an integer. If you attempt to enter a decimal (.) and cents, *BudPrep* will display an error message and block the edit.

Select Revenue Detail from the Reports menu to print the report.

Exit to return to the main menu.

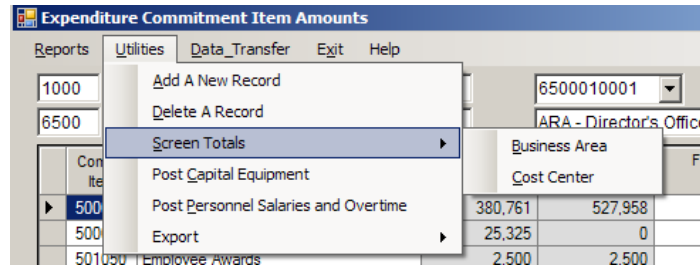
3.6 Expenditure Items

The Expenditure Detail Form contains business area expenditure detail by commitment item for each cost center. Like Revenue Detail screen, the data in grayed out column can't be changed.

- FY2010 Actual: SAP FY2010 period 14 data (CAFR). Only can be edited by Finance department.
- FY2011 Adopted: FY2011 adopted budget. Not editable.
- FY2011 Current: Current FY2011 budget which is loaded with its adopted budget. This will be refreshed by SAP period10 data to agree with April MFOR when it is available.
- FY2011 Estimate: Current year estimate budget from department. Finance department will adjust the amount to match April MFOR when it is available.
- FY2012 New: New budget request from department.

Commit Item	Description	FY2010 Actual	FY2011 Adopted	FY2011 Current	FY2011 Estimate	FY2012 New Budget
500010	Salary Base Pay - Civilian	328,045	420,350	400,143	401,500	420,350
500030	Salary Part Time - Civilian	0	0	0	0	0
500210	Pay for Performance-Municipal	500	0	0	0	0
501050	Employee Awards	2,851	4,000	2,500	2,500	4,000
501070	Pension - Civilian	48,506	60,951	58,742	59,020	60,951
501120	Termination Pay - Civilian	1,343	60,951	0	0	0
501160	Vehicle Allowance - Civilian	4,216	0	0	0	0
502010	FICA - Civilian	22,461	28,139	28,139	28,715	29,451
503010	Health Ins-Act Civilian	23,415	20,439	22,901	18,846	20,439
503015	Basic Life Insurance - Active Civilian	257	250	231	229	250
503060	Long Term Disability-Civilian	-40	425	425	420	425
503090	Workers Compensation-Civilian-Admin	570	1,050	1,050	1,024	1,050
503100	Workers Compensation-Civilian-Claim	0	0	0	0	0
504020	Compensation Contingency	0	162,735	0	0	162,735
504030	Unemployment Claims	395	175	140	140	175
511040	Audiovisual Supplies	2,037	0	0	0	0
511045	Computer Supplies	42	0	0	0	0
511050	Paper & Printing Supplies	0	360	360	360	360
511055	Publications & Printed Materials	0	0	0	0	0
511060	Postage	11,520	23,000	23,989	23,989	23,000

Select the cost center you want to work on from the drop-down. Enter FY2012 New budget amount. Budget request amounts for certain personnel and capital equipment amounts will be entered by *BudPrep* from other forms during calc and post operations. These items include salaries, overtime and fringe benefits.



Use the “Utilities” menu item to accomplish the following:

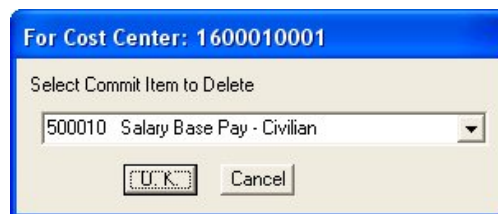
1. Add a new expenditure record to the current Cost Center



Select the commitment item you want to add from the available items in the drop down. Press the “OK” button to add the record. It will be added in proper numerical order.

If the item you want to add is not in the drop down, contact Julia Zhou at 7-9694.

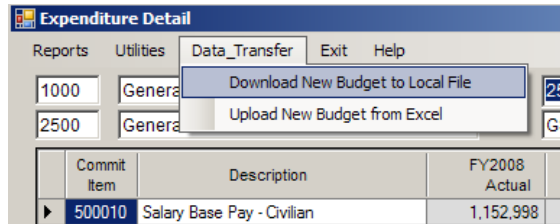
2. Delete a record



Select the commitment item you want to delete from the available items in the drop down. Press the “OK” button to delete the record from the current cost center.

3. View screen totals of expenditures at the department or current cost center level by appropriation.
4. Post expenditure amounts from the Capital Equipment Form.
5. Post salaries, overtime and fringe benefit amounts from the Personnel Form.

The “Data_Transfer” menu item lets users download or upload FY2012 budget data.

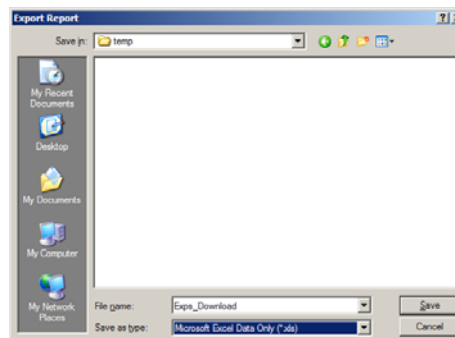


1. Download New Budget to Local File: show the FY2012 budget data on Crystal Report.

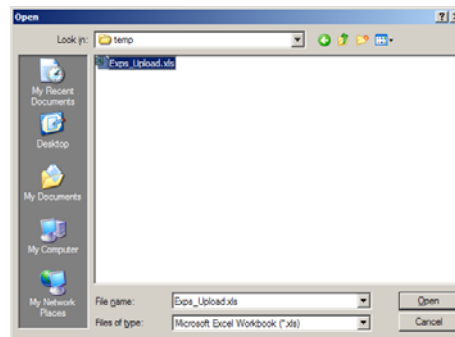
- Click Export Report icon on the top left action bar of the report

Fund	Dept	Cost Center	Acct	Description	Budget Amount
1000	2500	2500010001	500010	Salary Base Pay - Civilian	960,194
1000	2500	2500010001	500030	Salary Part Time - Civilian	17,706
1000	2500	2500010001	500060	Overtime - Civilian	0
1000	2500	2500010001	500110	Bilingual Pay - Civilian	904
1000	2500	2500010001	501070	Pension - Civilian	142,589
1000	2500	2500010001	501120	Termination Pay - Civilian	3,000
1000	2500	2500010001	501160	Vehicle Allowance - Civilian	8,432
1000	2500	2500010001	502010	FICA - Civilian	73,877

- Locate the place where you like to save the data and type file name
- Select **Microsoft Excel Data Only (*.xls)** as “Save as type”



- Press “Save” button to save the file
2. Upload New Budget from Excel: load FY2012 data from prepared Excel file, which has the same format as downloaded format.
- Pick the file from network or local drive, Press “Open” button to transfer FY2012 budget into BudPrep.



Since some accounts are calc items, such as base Salary Base Pay, FICA and etc, BudPrep will run calc and post procedure after the data are imported from Excel to ensure the data correction.

3.7 Capital Equipment

The Capital Equipment Form is used to budget all proposed qualifying capital equipment purchases.

General Fund departments should use the Fund Center number provided by Finance to budget for items that will be included in the Equipment Acquisition Program, as defined below, so these items will not affect their normal operating budget. Non-General Fund departments should use their appropriate equipment fund center.

The following definitions apply to all fund centers:

DEFINITIONS:

EQUIPMENT ACQUISITION PROGRAM REQUIREMENTS: Equipment items eligible for purchase through the Equipment Acquisition Program must be a tangible item with a unit cost of \$1,000 or more and a useful life of 3-7 years. These items should be designated on the Capital Equipment Form.

The Budget & Evaluation Division will change the fund number to the Consolidated Fund when approved amounts are loaded into the financial system.

EQUIPMENT - A tangible item with an expected useful life of more than one year and having a unit cost equal to or greater than \$1,000. Equipment can be either Capital or Non-Capital but cannot be a repair part.

CAPITAL EQUIPMENT - A tangible item with an expected useful life greater than one year and a unit cost greater than \$5,000. Items meeting this definition **must** be budgeted and purchased from the **560** appropriations.

NON-CAPITAL EQUIPMENT - A tangible item with an expected useful life greater than one year and a unit cost of \$5,000 or less, but equal to or greater than \$1,000. Items meeting this definition **must** be budgeted and purchased from the **550** appropriations.

EXCEPTION TO MINIMUM COST - All **computers** and **related peripherals** are considered non-capital equipment and must be purchased from the **550** appropriation, if they have a useful life greater than one year and cost \$5,000 or less.

SUPPLY ITEM - A tangible item with an expected useful life of less than one year with a unit cost less than \$1,000; or a repair part of any value. Items meeting this definition **must** be purchased from the **510** appropriations.

REPAIR PART - A tangible item installed in another tangible item to restore operating capacity. A repair part does not increase the life expectancy of equipment or improve its capacity. A repair part regardless of cost is classified as a supply item. Items meeting this definition **must** be purchased from the **510** appropriations.

BETTERMENT - A tangible item used to increase the performance and add to the life expectancy of another tangible item. Betterment may be classified as either equipment or supply, depending on the original item and the betterment together, meeting the life expectancy and unit cost tests.

ASSET SYSTEM - Multiple property sub-units, which function together as a single unit. An asset system may be classified as either equipment or supply, depending on the entire asset system unit meeting the life expectancy and unit cost tests.

GROUP ASSET - Multiple property sub-units of like items such as stacking chairs. A group asset may be classified as either equipment or supply, depending on the entire group asset meeting the life expectancy and unit cost tests.

COMPONENT ASSET - Individual fixed assets, which can function independently, but are related to/associated with a larger property unit for management or control purposes. A component asset may be classified as either equipment or supply, depending on the individual components meeting the life expectancy and unit cost tests.

Refer to the **FY2012 Equipment Summary Matrix** on page 7 for additional guidance.

The Capital Equipment Form is composed of 2 screens. The initial screen to appear is a summary screen of items requested plus budgeted amounts for both the department and current Cost Center. Information cannot be edited on this screen.

The screenshot shows the 'Capital Equipment Detail' window. At the top, there are tabs for 'Reports', 'Utilities', and 'Exit'. Below the tabs, there are input fields for '8700' (Department), 'Parking Management Operating Fund' (Fund), '2500' (Cost Center), 'General Services' (Service), and a dropdown menu set to '2500090001' (Cost Center). Below these fields is a table with the following data:

Ref #	Priority	Commit Item	Description	GEMS	GEMS Description	Quantity	Unit Cost	Total Cost
001370	1	551010	Non-Capital Office Furniture ...			1	20,000	20,000
001373	2	551015	Non-Capital Computer Equip...			5	1,500	7,500
001860	4	560230	Computer HW and Develop...			40	6,000	240,000

At the bottom right, there are two summary boxes: 'Cost Center Total' with a value of 267,500 and 'Business Area Total' with a value of 423,286. A note at the bottom left says '** Double click the record to edit'.

Select the Cost Center you want to work on from the drop list. Information can be edited by selecting "Edit A Record" under the "Utilities" menu item.

You should complete a separate Capital Equipment form for all equipment items requested, regardless of funding source (all funds).

This screenshot shows the 'Capital Equipment Detail' window with the 'Utilities' menu open. The menu options are: 'Add A New Record', 'Delete A Record', 'Post to Expenditure', and 'Export'. The background shows the same data table as the previous screenshot.

Use the "Utilities" menu item to accomplish the following:

1. Add a new record to the current Cost Center or Edit an existing record
 - a) Both options will open the Capital Equipment form.
 - b) You must use this form to add a new record or make changes to an existing record.

- c) BudPrep assigns unique reference number starting with two digits fiscal year numbers for new item.

Capital Equipment Edit Screen for 1000/1600

Save Exit

Cost Center 1600010001

Priority 1

Carryover N (Y/N)

SAP Commit Item 560210

Replace or New R (R/N)

Reference # 11 - 003823

Description Furniture Fixtures and Equipment

Requested Amounts

Quantity 1

Budget Unit Cost 18124

Total Budget Cost 18,124

Remarks Replacement Furniture for Municipal Courts Administration.

Likewise, the form requires you to enter a rating in the "Priority" field. This should represent the Priority at the Department level, NOT the individual cost center level.

Each equipment item requested on the Capital Equipment form must include information identifying it as a new(N) item or a replacement(R) item. Replacement items must include the Fixed Asset Identification Number (City of Houston Asset Tag Number) of the asset to be replaced.

Select the appropriate commitment item from the drop down list of available items. You cannot type the number in. If the item you want to use is a valid number and not in the list, contact Julia Zhou at 7-9694 for assistance. *BudPrep* will supply the commitment item name for you.

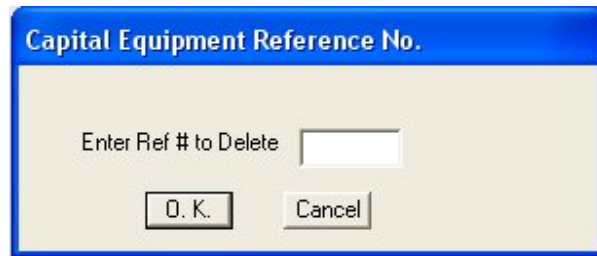
If the item is rolling stock, a drop down list of descriptions will appear after the commitment item has been selected. Select the appropriate description for the item and the code and description will be entered for you. *BudPrep* will also fill the average cost of this from last year and place it in the "Budget Unit Cost" field and insert a quantity of "1". You may change the quantity and *BudPrep* will recompute the "Total Budget Cost", which is the amount that will be transferred to the expenditure form. If the description you select is not appropriate for the commitment item that you have chosen, *BudPrep* will change the commitment item to the one it should be.

If you wish to use a different unit cost than the one provided, enter the unit cost you wish to use in the "Budget Unit Cost" field. *BudPrep* will then use that cost and recompute the "Budget Total Cost".

When you finish entering data, press 'Save' on the menu to record your information and return to the summary screen.

2. Delete a record

- a) Enter the reference number of the record you want to delete.



- b) Press the "OK" button to delete the record from the current cost center.

3. Post expenditure request totals to the appropriate expenditure line.

4. View screen totals at the department level.

NOTE: Equipment items that are proposed to be purchased through the Equipment Acquisition Program for General Fund departments will not be included as part of the department's FY2012 operating budget and do not post to any budget forms. However, they **MUST** be entered on the Capital Equipment screen.

Use the "Report" menu item to print a department level report.

Use the "Exit" menu item to return to the main menu.

3.8 Personnel

The Personnel Form contains a record for every active employee in the payroll system at the time *BudPrep* is distributed to the departments.

To protect the personnel data sensitivity, Personnel Details screen is password protected. Each department needs to send an authorized users list to the Finance Department for password assignment.

Personnel Detail

Reports Utilities Exit

1000 General Fund 2500009999
 2500 General Services Unmapped Cost Center

Emp ID	Emp Name	Job Code	Emp Type
Emp ID: 123456	Emp Name: Doe, John	Job Code: 3421	Emp Type: CI (CI, CL, CA, PT, P3, SE or PD)
Job Code: 3421 ACCOUNTANT			

INS. Code: HM0
 Pay Period: 26.10
 FTE: 1.0

OverTime Record Locator: 9904

Base Pay: 2,000
 Longevity: 4
 Incentive: 0
 Bilingual: 0
 Overtime: 0
 Extraboard: 0
 City Pension: 298
 City FICA: 153
 Asg Pay: 0
 Clothing: 0
 Health Ins.: 151
 Basic Life Ins.: 3
 LTD: 4
 Worker's Comp: 9
 Unemployment Ins.: 1

1 of 2

Each record contains:

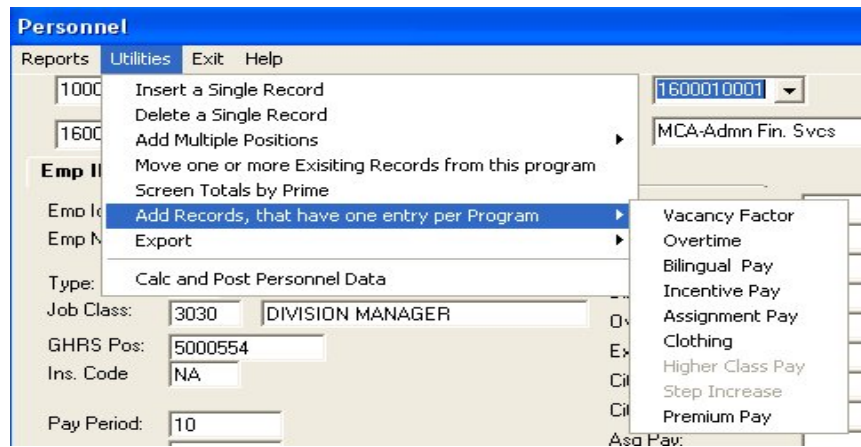
- Employee ID no.
- Employee Name
- Employee Type
- Employee Job Class and Description
- Employee Insurance coverage
- Number of Pay Periods this employee is budgeted for
- Employee's Base Salary per Pay Period
- Employee's Longevity Pay per Pay Period

Other items appearing on the record include the FTE and fringe benefits amounts. These items are calculated by *BudPrep* and are not editable.

Select the cost center you wish to work on from the drop-down. You can move through all the records in the current cost center by clicking on the navigation button on the action bar on the lower portion of the screen.

Using "Search" icon on the action bar, you can search for a specific record throughout the entire department with the same fund no using either the employee name or ID number. If you search by name and want to find the specific employee you must enter the name exactly as it appears on the record, including spaces, commas, apostrophes, etc., though it is not case sensitive. If you enter just the last name or part of the last name, *BudPrep* will take you to the first record with that name. If you want to search by the employee ID number you must enter all 6 digits including any leading "0".

If you make a change to the number of pay periods, insurance type, base salary or longevity amount, you must press the “Save” icon on the action bar at the bottom of the screen. Budprep will recalculate the fringe benefit amounts.



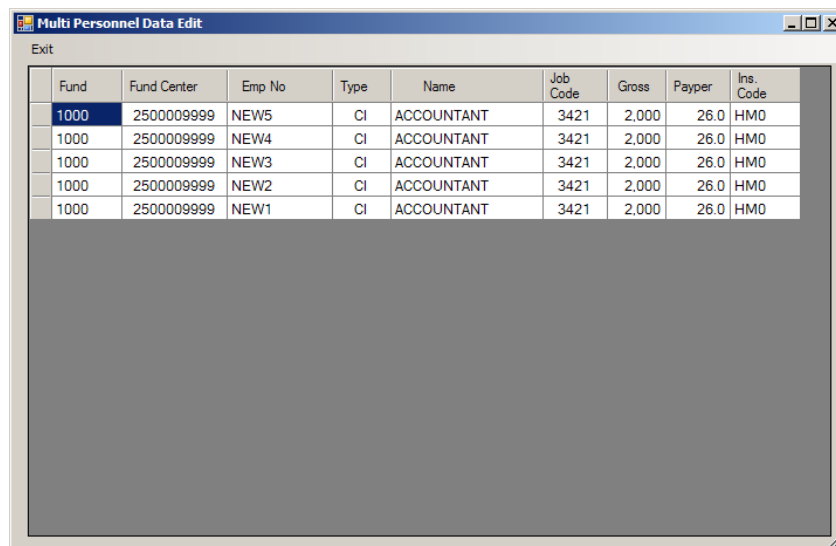
Use the “Utilities” menu to accomplish the following:

1. Insert a Single Record to the current Cost Center
 - a) Enter NEW, SEA or VAC as appropriate in Emp ID and Name fields.
 - b) Enter employee type, i.e., CI, CL, P3
 - c) Select Job Class from drop down. *BudPrep* will add the description for you. If the number you want is not in the drop down and it is a valid number that appears in the SAP Payroll System, contact Julia Zhou at 7-9694 and she will add it to the list.
 - d) Enter the position number for this position.
 - e) Select the insurance type from the drop down. Codes with an “S” are smoker rates, without “S” are non-smoker rates.
 - f) Enter the number of pay periods, with 1 decimal place, that this position will be funded.
 - g) Enter the whole dollar only Base Salary per pay period.
 - h) Press “Save” icon to save your information and return to the personnel screen.

If you decide you do not want to keep this record, click the “Cancel” button to discard it.

2. Delete a record from the current cost center.
Deletes the current record. You will need to confirm the request to delete the record.
3. Add multiple positions to the current cost center.
You can add multiple Vacant, New positions Seasonal and Cadet . This option will prompt you for the total number of VAC or NEW records you want to add and will then make that many copies of the active record.

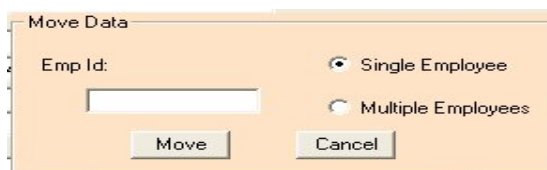
The new positions to be added will be shown on the Edit Data screen. You may edit the data.



Fund	Fund Center	Emp No	Type	Name	Job Code	Gross	Payper	Ins. Code
1000	2500009999	NEW5	CI	ACCOUNTANT	3421	2,000	26.0	HMO
1000	2500009999	NEW4	CI	ACCOUNTANT	3421	2,000	26.0	HMO
1000	2500009999	NEW3	CI	ACCOUNTANT	3421	2,000	26.0	HMO
1000	2500009999	NEW2	CI	ACCOUNTANT	3421	2,000	26.0	HMO
1000	2500009999	NEW1	CI	ACCOUNTANT	3421	2,000	26.0	HMO

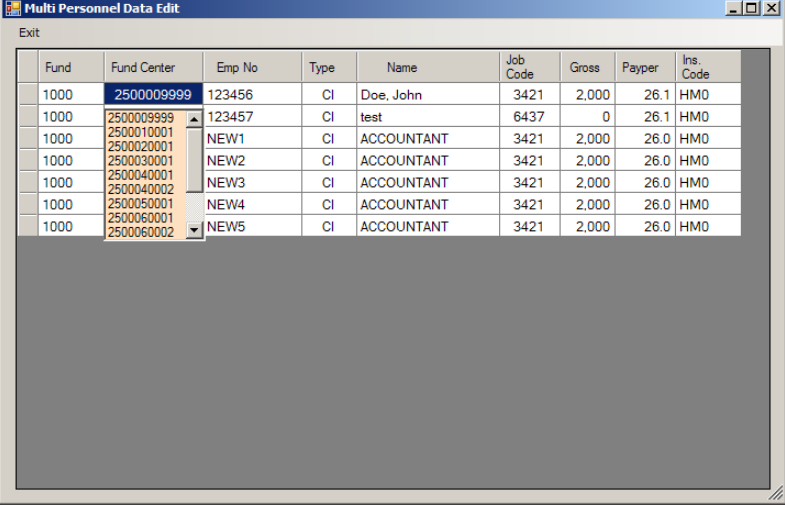
Press Exit to add the records and return to the personnel screen.

4. Move one or more records from one program to another within your department. Your budget analyst should be contacted to move positions outside of your department.



If you want to transfer a single record, enter the employee ID number and press Move. On the Edit Data screen that comes up, change the cost center number to the one this person should move to.

If you wish to move several people, enter the cost center they are currently in. The Edit Data screen that comes up will show all positions in the cost center chosen.



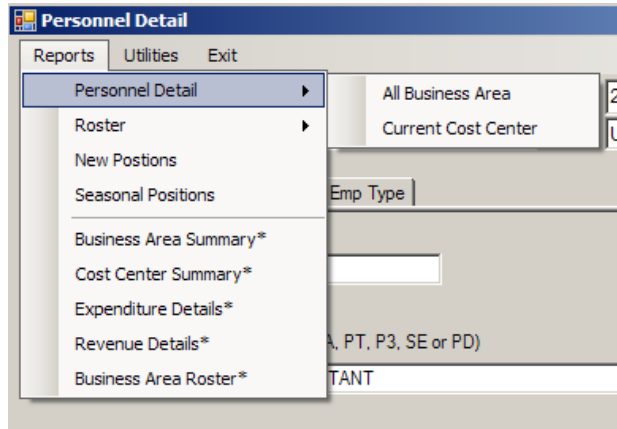
Fund	Fund Center	Emp No	Type	Name	Job Code	Gross	Payper	Ins. Code
1000	2500009999	123456	CI	Doe, John	3421	2,000	26.1	HM0
1000	2500009999	123457	CI	test	6437	0	26.1	HM0
1000	2500010001	NEW1	CI	ACCOUNTANT	3421	2,000	26.0	HM0
1000	2500020001	NEW2	CI	ACCOUNTANT	3421	2,000	26.0	HM0
1000	2500030001	NEW3	CI	ACCOUNTANT	3421	2,000	26.0	HM0
1000	2500040002	NEW4	CI	ACCOUNTANT	3421	2,000	26.0	HM0
1000	2500050001	NEW5	CI	ACCOUNTANT	3421	2,000	26.0	HM0
1000	2500060001							
1000	2500060002							

For the people you want to move, change the cost center number to the one you want to move the people to. You do not have to move all the people that are listed. You may move only the ones you choose. Nor do you have to move all the people to the same cost center. You may move some to one cost center and the rest to another. Whenever you make a move, you can also edit the class code, insurance coverage, number of pay periods of salary amount.

When you are finished making changes, press the Exit menu item to save your changes and move the people in *BudPrep*.

5. View departmental dollar totals.
6. Add records that have one record per program, such as Overtime, Vacancy Factor, Bilingual Pay, etc. Through the use of this option, *BudPrep* will create one record of the type you select in every Cost Center in the current department/fund. *BudPrep* will automatically insert an insurance type of NA and a "1" in the pay periods field.
7. Export the personnel detail or roster information to an Excel file on your local drive or network.

Use the Reports menu to print detail reports.



- The Personnel Detail for All Business Area report shows departmental detail report at the cost center level.
- The Personnel Details for Current Cost Center only display Personnel data for current cost center.
- The Roster report will print a Business Area roster data for each Cost Center or Group.
- “New” or Seasonal” data also can be printed thru “New Positions” or “Seasonal Positions” report.

3.9 Fund Center Summary

The Fund Center Summary Form is used by Non-General Fund business area only.

Different funds may have different way to categorize their revenues and expenditures. Most of those categories are updated automatically by totaling the expenditures entered on the revenue and expenditure screen. Only few of them and following items need be input from screen:

- Restricted Beginning Fund Balance
- Beginning Fund Balance

The ending fund balance is calculated and carried forward to the beginning fund balance of next year

Press the “Calculate” button to update amounts on the form.

Fund Center Summary

Reports Edit Narrative Exit

2206 Municipal Court Bldg Security Fund 1600 Municipal Courts Administration

	FY2011 Current	FY2011 Estimate	FY2012 Budget	
Restricted Beginning Fund Bal		0	0	Calculate
Beginning Fund Balance	160,607	160,607	87,072	
Current Revenues	986,462	986,462	986,462	
Developer Advances	0	0	0	
Bond Proceeds	0	0	0	
Loan Proceeds	0	0	0	
Provision for Bad Debt	0	0	0	
Total Available Resources	1,147,069	1,147,069	1,073,534	
Maintenance and Operations	1,126,703	1,059,997	1,050,525	
Debt Service	0	0	0	
Other InterFund Transfers	0	0	0	
Capital Expenditures	0	0	0	
Renew/Repl - Cap Equip / Resrv	0	0	0	
Total Expenditures	1,126,703	1,059,997	1,050,525	
Restricted Fund Equity	0	0	0	
Planned Ending Fund Balance	20,366	87,072	23,009	
Total Budget	1,147,069	1,147,069	1,073,534	

Select Edit Narrative from the menu to type/edit the fund summary text that appears at the bottom of the fund summary page.

Fund Center Summary Narrative

Exit

The above summarizes the FY2000 Budget, the FY2008 Estimate and the FY2009 Budget for the Municipal Courts Building Security Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Municipal Courts Administration Department is responsible for administering the Courts Building Security Fund at the direction of City Council. The Courts Building Security Fund began in FY1997 generating revenue from a \$3.00 fee charged on all convictions. The purpose of the fund is to aid in ensuring the safety of civilians and civil service employees while conducting business in Municipal Courts buildings.

Save

Select Fund Center Summary from the Reports menu to print.

Exit to return to the main menu.

3.10 Revenue Request Detail

The Revenue Request Detail form presents all revenue items in the department by commitment item and by Cost Center that have a new budget amount more than \$5,000 (default). To change the default setting, Filter->then enter the amount which is between budget and estimate.

Revenue Request Detail

Reports Filter Exit

2206 Municipal Court Bldg Security Fund 1600010001 MCA-Administrative Services

1600 Municipal Courts Administration

452030 Miscellaneous Revenue

	FY2011 Current	FY2011 Estimate	FY2012 Budget
Estimated Units of Service:	945,462	970,000	983,462
		0	0
		0	0
		0	0
		0	0
Revenue Generated Per Unit of Service:		0	0
		0	0
		0	0
		0	0
		0	0

Describe Causes and Assumptions Underlying Proposed Changes in Units of Service From Prior FY

Anticipated revenue to be collected in FY 2010.

Describe Assumptions Underlying Any Proposed Changes in Rates From Prior FY:

Describe Any Seasonal Or Other Fluctuation In Revenue Generation:

Costs Fully Recovered? (Y/N) ☐ Y ☒ N

This screen lists revenue item with the change from estimate to new budget over \$5,000

Select a cost center from the drop down button, and then make a selection from the commitment item drop down button. Update the information regarding the estimated units of service and revenue generated per unit of service for each commitment item. Also, explain the assumptions concerning changes in units of service, rate per unit and other fluctuations in revenue generation. Finally, answer "Y" or "N" as to whether or not costs pertaining to this item are fully recovered by the fees.

Select the Reports menu to print the report.

Exit to return to the main menu.

3.11 Expenditure Request Detail

The Expenditure Request Detail form presents all expenditure items at the cost center level where the new budget amount is 10% more or less than the current estimate and the difference is at least \$5,000. It will also show all expenditure items at the business area level where the budget is 3% more or less than the estimate

and the difference is at least \$10,000. You must provide an explanation for the difference between the estimate and new budget request for each item shown.

To change above default setting, Filter->then input variance amount and rate.

The screenshot shows the 'Expenditure Request Detail' window. At the top, there are fields for '2206' (Municipal Court Bldg Security Fund), '1600' (Municipal Courts Administration), and '1600010001' (MCA-Administrative Services). Below these fields, a red message states: 'This screen lists Expenditure item with the change from estimate to new budget over \$5,000 and 10%'. A table displays the following data:

Account	Description	Current	Estimate	Request	%	Justification
500210	Pay for Performance-Municipal...	6,250	500	6,250	1,150.00	Pay for Performance based on meeting Department goals and performance measures. Staff in
504020	Compensation Contingency	0	0	10,769	100.00	HOPE increase of 1.25%

Choose Expenditure Request Detail from the main menu. From the sub-menu, select cost center to update expenditure variance explanations. Select the Department sub-menu to update expenditure variance explanations. Different cost centers can be updated by selecting the drop down button.

The screenshot shows the 'Budget Main Menu' window. The 'Budget' menu is open, displaying a list of options: Business Area Mission Statement, Business Area Summary, Cost Center Summary, Group Summary, Revenue Items, Expenditure Items, Capital Equipment, Personnel Detail, Fund Summary, Revenue Request Detail, and Expenditure Request Detail. The 'Expenditure Request Detail' option is highlighted. To the right, there is a 'Fund No.' dropdown menu set to '2206'. Below the menu, there is a 'Cost Center' dropdown menu and a 'Business Area' dropdown menu. A message on the right side of the window reads: 'For The Fund Center You Wish To Work On, Click The Number From The Drop-Down List Below'.

Print the Expenditure Request Detail by selecting Reports from the menu.

Choose Exit to return to the main menu. If you attempt to leave the form while explanations in any cost centers are still blank, *BudPrep* will prompt you to complete all explanations. Click on the exit button a second time to leave the form.

3.12 Form3

Forms is the place to hold supplementary information about accounts and explanation for budget vs. estimates variance. Those notes can also be imported and exported from/to Excel files. Two radio buttons at the top of the page will switch the screen between revenue and expenditure.

Form3: Explanation for Accounts and Difference

Report Utility Exit

1000 General Fund

1600 Municipal Courts Administration

☒ Expenditures ☐ Revenues

Account	Description	Account Explanation	FY2011 Current	FY2011 Estimate	FY2012 New Budget	Changes	Difference Explanation
500010	Salary Base Pay - Civilian	Increase is due to the HOPE 3% increase.	9,917,898	9,785,102	9,706,780	-78,322	Increase is due to the HOPE 3% increase.
500015	HOPE Union Business Leave	Did not budget for this account.	0	0	0	0	Did not budget for this account.
500030	Salary Part Time - Civilian	3% HOPE increase and more part time staff was hired to offset the cost of full time staff.	185,893	159,033	225,410	66,377	3% HOPE increase and more part time staff was hired to offset the cost of full time staff.
500060	Overtime - Civilian	Reduce the amount of overtime used due to system outages.	50,300	50,302	30,300	-20,002	Reduce the amount of overtime used due to system outages.
500090	Premium Pay - Civilian	Increase is due to 3% HOPE increase in hourly pay for 2nd and 3rd shift employees.	126,249	91,651	93,659	2,008	Increase is due to 3% HOPE increase in hourly pay for 2nd and 3rd shift employees.
500110	Bilingual Pay - Civilian	More employees receiving bilingual pay to better serve court customers.	66,135	46,644	70,128	23,484	More employees receiving bilingual pay to better serve court customers.
500180	Temporary Employees	MCAD do not anticipate any expense in this account.	0	0	0	0	MCAD do not anticipate any expense in this account.
500210	Pay for Performance-Municipal	One time pay out for the department achieving it's performance goals.	69,804	70,004	69,804	-200	One time pay out for the department achieving it's performance goals.
500230	Temp Adj to CMC Deductions Returns	Did not budget for this account.	0	0	0	0	Did not budget for this account.
500250	HOPE Union Business Usage	Did not budget for this account.	0	0	0	0	Did not budget for this account.
501070	Pension - Civilian	Due to 3% increase in base pay.	1,439,443	1,450,511	1,407,503	-43,008	Due to 3% increase in base pay.
501120	Termination Pay - Civilian	Estimated payout for terminating employees in FY11.	44,458	69,102	65,128	-3,974	Estimated payout for terminating employees in FY11.
501150	Trainees for Classified Service - Cadets	Did not budget for this account.	0	0	0	0	Did not budget for this account.
501160	Vehicle Allowance - Civilian	Expense for one employee.	4,216	4,216	4,216	0	Expense for one employee.
502010	FICA - Civilian	Increase is due to the 3% HOPE	790,343	737,564	772,710	35,146	Increase is due to the 3% HOPE

4.0 Utility

Utility menu item on BudPrep main screen have following functions:



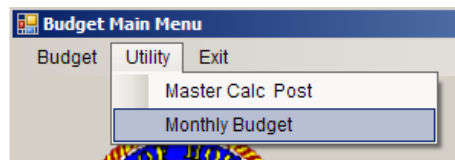
4.1 Master Calc & Post

These tools will calculate FTEs and personnel cost and rollup the data to up level: cost center, division, fund center and department.

4.2 Monthly Budget

FY2012 adopted budget will be loaded into SAP in monthly budget format. Budprep provides a template for annual budget split:

On the main screen of BudPrep, select Utility->Monthly Budget



BudPrep initializes the monthly budget in the following way:

0 ==> Period1,Period2 ... Period11
FY2012 New Budget ==> Period 12.

In the template, users only can change Period 1.thru Period 11 data. Period 12 data is calculated by BudPrep formula:

FY2012 Budget - sum of Periods 1...Period 11.

The 12th period budget will be automatically adjusted to balance Periods 1...Period 11. If there are changes made for FY2012 Budget in the budget preparation procedure, the Period 12 data will also get recalculated.

Commit Item	Description	FY10 Budget	Period1	Period2	Period3	Period4	Period5	Period6	Period7	Period8	Period9	Period10	Period11	Period12
500010	Salary-Base-Civilian	1,378,241	99,479	99,479	99,479	99,479	99,479	99,479	99,479	99,479	99,479	99,479	99,479	263,972
500030	Salary-PT-Civilian	36,887	2,236	2,236	2,164	2,236	2,164	2,236	2,236	2,236	2,164	2,236	2,236	12,723
500060	Overtime-Civilian	5,500	417	417	417	417	417	417	417	417	417	417	417	913
500090	Prem Pay-Civilian	0	0	0	0	0	0	0	0	0	0	0	0	0
500110	Bilingual Pay-Civilian	6,957	537	537	519	537	519	537	537	485	537	519	537	1,156
500160	Temporary Employees	0	0	0	0	0	0	0	0	0	0	0	0	0
500210	Pay For Per-Muni	76,784	7,627	7,627	7,381	7,627	7,381	2,500	2,500	2,500	7,627	7,381	7,627	9,006
501050	Employee Awards	0	0	0	0	0	0	0	0	0	0	0	0	0
501070	Pension-Civilian	204,669	15,717	15,717	15,717	15,717	15,717	15,717	15,717	15,717	15,717	15,717	15,717	31,762
501120	Term Pay-Civilian	2,200	169	169	164	169	164	169	169	164	169	164	169	372
501160	Vehicle Allow-Civilian	13,200	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	2,200
502010	PCA-Civilian	188,445	7,838	7,838	7,838	7,838	7,838	7,838	7,838	7,838	7,838	7,838	7,838	22,237
503010	Health Ins-Aid Civilian	183,344	14,047	14,047	13,594	14,047	13,594	14,047	14,047	12,687	14,047	13,594	14,047	31,546
503015	Basic Life Ins-Aid Cl	1,906	146	146	141	146	141	146	146	132	146	141	146	331
503060	Long Term Disability-Ci	2,189	167	167	167	167	167	167	167	167	167	167	167	462
503090	Workers Comp-Civ-A	5,879	456	456	456	456	456	456	456	456	456	456	456	863
503100	Workers Comp-Civ-Civ	19,222	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	1,456	3,206
504020	Compensation Conting	152,183	18,490	18,490	9,000	9,000	9,000	9,000	9,000	9,000	9,000	18,490	18,490	15,223
504030	Unemployment Claims	900	65	65	65	65	65	65	65	65	65	65	65	185
Cost Center Total:		3,432,773	249,023	249,023	252,830	252,830	252,830	252,830	252,830	252,830	252,830	252,830	252,830	619,415
Business Area Total:		19,491,732	1,337,813	1,336,991	1,396,486	1,396,486	1,396,486	1,396,486	1,396,486	1,396,486	1,396,486	1,396,486	1,396,486	3,954,477

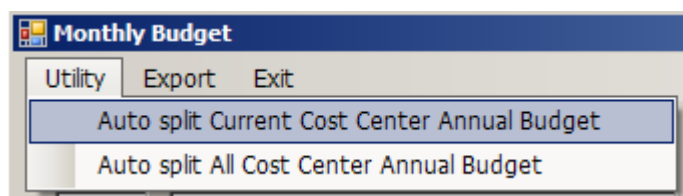
Functions are available on Monthly Budget screen:

1. Acct Type: switch work between expenditure and revenue monthly budget

Commit Item	Description	FY2011 Budget	Period1	Period2	Period3	Period4	Period5	Period6	Period7	Period8	Period9	Period10	Period11	Period12
500010	Salary-Base-Civilian	1,584,804	134,599	134,599	130,257	134,599	130,257	134,599	134,599	121,574	134,599	130,257	134,599	130,266
500030	Salary-PT-Civilian	0	0	0	0	0	0	0	0	0	0	0	0	0
500060	Overtime-Civilian	0	0	0	0	0	0	0	0	0	0	0	0	0
500110	Bilingual Pay-Civilian	8,130	690	690	668	690	668	690	690	623	690	668	690	673
500210	Pay For Per-Muni	69,804	5,928	5,928	5,737	5,928	5,737	5,928	5,928	5,354	5,928	5,737	5,928	5,743
501070	Pension-Civilian	229,796	19,516	19,516	18,887	19,516	18,887	19,516	19,516	17,628	19,516	18,887	19,516	18,895

2. Auto Split:

- BudPrep will split the expenditure annual budget into 12 parts based on number of day in the month.
- For revenue, each month budget is 1/12 of annual budget. Any remainder will be added to last period number



Auto split will reallocate every month budget for selected cost center or whole department. This is a password protected function to prevent correct monthly budget from override. Please contact Julia Zhou for password if needed.

4.3 Submission Package Print

This function provides a quick to print all reports which are need for department submission package:

Fund Center Summary
 Division Mission and Performance Measure
 Division Summary
 Expenditure Summary
 Revenue Detail
 Roster Report
 Revenue Request Detail
 Expenditure Request Detail

4.4 Fringe Benefits Rate

User can use this report to view current fringe benefits rate setup in BudPrep:

Code	Description	Rate		
HMO	HMO without Depends	169.25		
HMO S	HMO Smoker Without Depends	156.75		
HM1	HMO With One Depend	346.26		
HM1 S	HMO Smoker With One Depend	333.76		
HM2	HMO With Two or More Depends	464.73		
HM2 S	HMO Smoker With Two or More Depends	452.23		
NA	No Insurance	0.00		
PO0	PPO Without Depends	173.45		
PO0 S	PPO Smoker Without Depends	160.95		
PO1	PPO With One Depend	356.39		
PO1 S	PPO Smoker With One Depend	343.89		
PO2	PPO With Two or More Depends	478.05		
PO2 S	PPO Smoker With Two or More Depends	465.55		
Workers Comp	8.75	Civilian Pension	0.1450	
Long Term Disability	3.53	HPD Classified Pension	0.1694	
Unemployee	35	HFD Classified Pension	0.2940	
Life Insurance per \$1,000 Annual Pay	0.025	Civilian FICA	0.0765	
		Classified FICA	0.0145	

5.0 YEAR END CLOSING: Encumbrances and Accruals

For transactions to post smoothly in the new fiscal year, all necessary accruals and adjusting entries should be entered and processed prior to the Period 13 close. Departments must ensure that a cost center exists in FY2011 and will exist in FY2012 for all carry over items such as furniture, equipment and telephone costs.

There are two types of carry over transactions – encumbrances and accruals.

Encumbrances automatically carry over to the new fiscal year, unless the department specifically requests that they be cancelled as part of the Controller's year-end closing procedures. The funds that these supplies and services were encumbered against in FY2011 **do not** automatically carry over to the new fiscal year. Therefore, in order to keep items from suspending and to allow vendors to be paid on time, all carry over transactions must be funded in the FY2012 Budget. This means that the cost centers **must be present in the new fiscal year**. All carry over items should be reflected in a corresponding decrease in the FY2011 expenditures estimate in the budget submission as well as in the monthly departmental projections.

Accruals will occur when supplies and services are received before the end of FY2011, but the invoice will not be received in time to make payment in FY2011. Accruals are expenditures in the year of receipt (FY2011) and are treated as credits to the new fiscal year budget (FY2012) until the invoice is paid. The net effect to the FY2012 Budget is zero.

NOTE:	As in past years, encumbrances that remain open on June 30, 2011 will be carried over and re-encumbered against FY2012 appropriations. However, the FY2011 funds against which these items or services were encumbered will not carry over to FY2012 and must therefore be included in the FY2012 Budget.
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Year-End specific details for Encumbrance and Year-End processing will be provided by the Controller's Office with support from the ERP Team.

6.0 FORMS NOT INCLUDED IN *BUDPREP*

6.1 *Forms 8A - 8D, Facility Maintenance Cost Summary*

The Forms 8A - 8D will be forwarded to departments by General Services Department and are not a part of this package.

6.2 *Computer Related Expenditure Package*

In accordance with Executive Order 1-44, Policy to Direct & Monitor Technology Efforts (see Appendix I or <http://www.houstontx.gov/execorders.html>) budget requests for hardware, software or systems development services must be made to the Chief Information Officer (CIO) for review, approval and inclusion in the citywide Information Technology (IT) budget each year.

Departmental IT Budget submissions must be accompanied by a separate memo from the Department Director to the Chief Information Officer, copying the Finance Budget Office, summarizing the costs and benefits of all projected Computer Related Expenditures including:

1. Departmental IT staffing costs by Fund/Org (including basic salaries and benefits) and total dedicated FTEs (identifying any vacancy factors which may be included)
2. IT Supplies
3. IT Services (including all IT maintenance contracts)
4. IT Non-Capital Equipment (desktop PCs and printers)
5. IT Capital Equipment – clearly identified as either
 - Asset Replacement, OR
 - New Equipment, OR
 - Projects (New or Existing/Ongoing)

See Appendix I or <http://choice.cityofhouston.net/it/> for TSC New Technology Form (.xls file) and TSC Existing Systems Form (.xls file)

NOTE:	Budget requests for all computer related expenditure items <u>must be</u> included with the budget submission regardless of funding source (i.e. operating, enterprise or special revenue funds).
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ALSO:

- Cost Benefit Analysis (see Appendix I or <http://choice.cityofhouston.net/it/>)
- Identify if projected expenditures are directly related to compliance with legislation or regulation
- If/Where applicable, provide an explanation of legislation and regulation

For additional information, please monitor the Information Technology Department C.H.O.I.C.E. website at <http://choice.cityofhouston.net/it/> regularly throughout the budget process to receive the latest IT related budget bulletins, contacts, preparation instructions, requirements and information, as well as, forms and technology standards applicable to all Departmental Computer Related Expenditure Package submissions.